



Spring has sprung, and summer is just around the corner!

For convenience, all issues will be posted in the [Newsletter](#) section of the Newsroom on the [Benefits Centre website](#). If you are a volunteer and do not have a GreenShield card, please exit the pop-up at the top right-hand corner to access the website.

Pension Statements – Annual member statements for the 2023 plan year will be issued to active, deferred, and retired members of the pension plan at the end of June 2024. Please ensure your employees' mailing addresses are up to date—see [FAQ](#) for more details. There will be some changes to the beneficiary section on this statement. Read more on page 3.

GreenShield Strike RESOLVED – GreenShield has advised that their union-represented employees have voted in favour of a new three-year collective agreement with GreenShield Canada. GreenShield continues to encourage members to use the fully operational online services, including Web, mobile, providerConnect, and all real-time submissions from pharmacies and dental offices. For support checking your coverage online, please visit their [self-service page](#).

How Are We Replacing Our Pension and Benefits System?

The Pension and Benefits Administration System (PABAS) involves replacing legacy software and implementing a new system. It will change day-to-day pension and benefits management, how we work with you—the employers—and the provision of services for our members by

- implementing modern technology with integrated workflows and data
- simplifying the employee and employer experience through faster access to information (Pension and Benefits)
- empowering leaders through good process and accurate data
- automating manual data entry work to enable value-added work (i.e., service excellence)

Your Vote Counts!

If ADP could send you reminders of payroll tasks before every payroll cycle, would you prefer text message, e-mail, or no notification? Please cast your vote on the [Newsletter](#) page by June 30, 2024.



Ensuring enrolment and equity of all who are eligible, including contract employees

The United Church's pension and benefits have been designed to protect eligible employees in a fair, consistent, and equitable way to align with legislative requirements, plan rules, and contracts that govern these plans.

As such, the Benefits Centre has a legal obligation to apply the plans' enrolment criteria based on the data received on the monthly ADP data feed. If an employee on the ADP data feed is eligible based on age and hours (14 hours or greater



EMPLOYER NEWSLETTER



The United Church of Canada
Benefits Centre

L'Église Unie du Canada
Centre d'avantages sociaux

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across all eligible employments), the Benefits Centre staff **must** instruct ADP to commence pension and benefit deductions (subject to a three-month waiting period for lay employees).

Please note that contract employees **must not** be excluded from the provisions and requirements of the pension and benefits plans if they are otherwise eligible to join.

Excluding **any** eligible employees carries a financial and reputational risk to employers. The Benefits Centre cannot add employees retroactively should a medical or legal need arise because the plans are legislated and regulated.

For instance, there was a recent situation where an employee—who was eligible but excluded from the plans—suffered an accident. This employee was unable to work and was without any benefits coverage, including short-term disability benefits (Restorative Care Program) until they were able to return to work. This put both the employer and the employee in a difficult situation with unexpected and unintended risk outcomes.

No one needs insurance or pension until they do. While at times it may seem more economical to exclude employees from the plans, please consider the inadvertent consequences and liabilities of doing so. We are asking all employers to follow the eligibility rules in support of the employees.

Payroll rationalization

Just a reminder: We are working with the Pastoral Charge Payroll Service Team and ADP to establish fewer frequencies and fewer pay dates for pastoral charges. This will help streamline the administration of pension and benefits for all employees. Because it is still in the early stages, more information will be provided in the upcoming months, and the Payroll Service Team will work with you on your individual needs.



Keeping data clean

We continue to face challenges with the setup of new hires, so we are asking for your help with the data entry of demographics (e.g., date of birth), hours of work, salary, and benefit choices in TeamPay. The instructions on how to set up new hires is available to the TeamPay user on ADP The Bridge. We also encourage you to use the **New Hire Form** at TeamPay/The Bridge (TeamPay members only). The FM values are mandatory fields that need to be set up for proper reporting of pension and benefits. By working together, we can improve the experience for all of us!

If you have any questions or need assistance with the **New Hire Form** or entering the information on TeamPay, please contact pastoralchargepayroll@united-church.ca.



REMINDER

The way that we all log into [ChurchHub](#) looks a bit different now. You should have received an e-mail the morning of May 21 with your new log-in instructions. The new log-in process will simplify access and eliminate the need to remember passwords. Thank you for your understanding. If you have any questions or did not receive the e-mail, please contact ChurchHub support at Ministry@united-church.ca



employerservices@united-church.ca



uccbenefits.ca

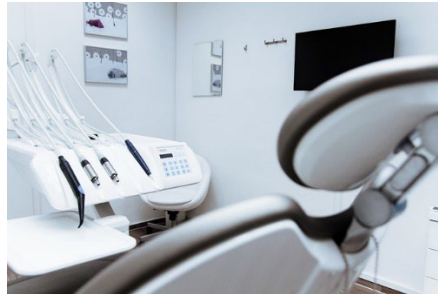


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IN CASE YOU MISSED IT: Recordings of the [Webinars for Church Treasurers](#)—without access to the backup resources—can be viewed at the [United-in-Learning YouTube Channel](#). To register, visit [CHURCHx.ca](#).

Canadian Dental Care Plan for Pensioners

On December 10, 2023, the federal government announced details on the next phase of providing dental benefits for uninsured Canadians. Starting May 2024, seniors aged 65 and over can start applying for the Canadian Dental Care Plan (CDCP). We've been advised that people who opted out of an employer's retiree health and dental benefit plan before December 11, 2023, and cannot opt back in under the plan rules are eligible for the CDCP. **Eligibility for the Pensioner's Health and Dental Plan after December 11, 2023, makes you ineligible for the CDCP, whether or not you chose to enroll in the United Church plan.** More information about this is posted on the [Benefits Centre Newsroom page](#).



Pension Statement Beneficiaries

When employees receive their Pension Statement, they will notice that their beneficiaries have been removed. This was done on purpose to get a head start on transferring everyone's information. As part of the tool launch process for the new portal, we will require all members to update their beneficiary information for both the pension and the benefit plans (as applicable)...but not just yet!

Rest assured, the **pension beneficiary information that has been previously provided is in place** until the new tool is live and members can log in and enter their information. It has just been removed from the Pension Statement to ensure accurate data in the new tool.

More information about the great features of the tool, including how to sign in and to navigate, will be provided over the summer and closer to the launch date. In the meantime, if you have questions, please contact employerservices@united-church.ca.

FAQS

I'd like to change my address

- **Active employees:** address changes must be submitted to ADP by the payroll administrator through the payroll update form found on [The United Church of Canada website](#). The Benefits Centre will not be able to process requests for active employees.
- **Retired members receiving a pension:** must inform the Benefits Centre at pension@united-church.ca or by calling 1-855-647-8222.
- **All other members:** must inform the Benefits Centre at pension@united-church.ca.



If active members change their contact information with the Benefits Centre, or you as treasurer change it through ADP, **the Benefits Centre cannot share your new contact information with other units of the church** for privacy and legal reasons. You must also provide this change of information on [ChurchHub](#).



employerservices@united-church.ca



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